

8.1 NOMINATING COMMITTEE POLICY AND PROCEDURE

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Policy

The Nominating Committee is responsible for preparing an uncontested slate of candidates for the International Association of Forensic Nurses (IAFN) membership election. The uncontested slate includes candidates for open positions on the IAFN Board of Directors, IAFN Foundation Board of Directors and the IAFN Nominating Committee.

Responsibilities

The Nominating Committee will solicit applications, interview, and discuss applicants to determine the most qualified candidates for each position.

Every year the Nominating Committee will develop an uncontested slate of candidates that complements the competencies and needs of the Association. The Nominating Committee will consult job descriptions and qualifications for open positions in making final decisions.

The Nominating Committee will create an uncontested slate with consideration given to membership balance in terms of geographic location, area of specialization, Association need, and other considerations.

Applicants to the IAFN Board, IAFN Foundation Board, and Nominating Committee need to exhibit and address in their applications as many of the following core competencies as possible:

- Knowledge of the Association, their field of forensic nursing specialty, and future trends
- Diversity, inclusion and global perspective
- Leadership
- Communication style
- Governance experience
- Planning and organizational skills
- Innovation
- Accountability and responsiveness
- Teamwork
- Honesty and integrity

Composition and Roles

The Nominating Committee is composed of five (5) members. Nominating Committee Members hold an active participatory role in carrying out the tasks of the committee. Committee members must be:

- a. an IAFN member in good standing
- b. willing to serve the required five-year term of the elected office
- c. able to attend committee meetings, via video call
- d. able to demonstrate leadership skills
- e. ideally, have served on an Association Chapter or IAFN volunteer group, or have experience with nursing organizations

In the event a vacancy occurs outside of an election, the bylaws will be followed. In the event of a Nominating Committee member is unable to fulfil their duties, they will email the Nominating Committee Chair to withdraw from their position, and the Chair will notify the IAFN Board of Directors President. The IAFN Board will appoint a new committee member according to current bylaws. The Nominating Committee will provide the most recent Nominating Committee applicants for Board consideration.

Nominating Committee meetings will be held via video conference call. All Nominating Committee members must be present for committee voting purposes and candidate uncontested slate selection.

The Nominating Committee Chair will appoint a record-keeper each year. The record-keeper will take detailed minutes of committee meetings. The minutes will be saved shared with all committee members via the secure Nominating Committee online member community.

Chair

The Chair is shall be the most senior member of the committee for the length of one year. The Chair is responsible for organizing the Nominating Committee agenda, facilitating discussions on position criteria, evaluation of applications in collaboration with the rest of the committee, and ensuring the committee completes tasks throughout the year according to the established election timeline, including maintaining meeting minutes for audit purposes. The Chair works in collaboration with the Board and Staff Liaisons.

Board Liaison

The current IAFN Board Past President will serve as Board Liaison to the committee. The Board Liaison is responsible for representing the Board at meetings, providing suggestions or recommendations during meetings and communicating committee activity to the Board and vice versa. The Board Liaison is not a voting member. The Board Liaison assists the Chair in development of the agenda.

Staff Liaison

An IAFN staff member will serve as the Staff Liaison to the committee. The Staff Liaison is responsible for representing the Association at meetings, providing suggestions or recommendations during meetings and communicating committee activity back to the

Association, including marketing and communications, and vice versa. The Staff Liaison supports the committee by scheduling meetings, utilizing IAFN virtual meeting platforms and inviting the designated attendees, and when appropriate, adding volunteer members to the community. The Staff Liaison is not a voting member, nor are they the record-keeper. The Staff Liaison assists the Chair in development of the agenda.

PROCEDURE

Call for Nomination

The Nominating Committee prepares an application process to actively solicit and accept candidates for open positions on the IAFN Board, Foundation Board, and the IAFN Nominating Committee. The Nominating Committee will refer to the Association position descriptions for position-specific criteria and requirements.

Notification of the Call for Nominations will be sent by email and/or via the Association discussion board to all Association members. Other marketing efforts, such as social media, may be employed. The notice should contain the following items:

1. the available seats for: IAFN Board, IAFN Foundation Board, and IAFN Nominating Committee
2. the length of each of the terms
3. the role description for each position
4. the deadline for application submissions
5. the application process

Applications for the IAFN Board, IAFN Foundation Board and the IAFN Nominating Committee will be submitted to and compiled by the IAFN Staff Liaison. The Staff Liaison will distribute all applications to the Nominating Committee in a timely manner for review.

The Call for Nominations will be open for no less than 30 days. The Nominating Committee will determine the need for an extension of Call for Nomination. Applications received after the designated deadline will not be considered.

Scoring

The Nominating Committee will use scoring tools to help reduce biases, ensure fairness, and consistency.

Recusals

Nominating Committee members may recuse themselves from reviewing an application and/or participating in a candidate interview in the event of an actual or perceived conflict of interest. Each candidate must have at least three committee members review their application.

Application

The Nominating Committee will score and confidentially discuss each application. The Nominating Committee will determine the most qualified candidates for each position

and will present these persons to the CEO and IAFN Board President via email for review. The Board of Directors President will notify the Nominating Committee Chair if there are any concerns in regards to any of the applicants. In the event the candidate discloses a conflict of interest, the Nominating Committee will submit the conflict to the IAFN Board for review.

Candidates may withdraw from the application process at any point in the process.

Interview

At least one (1) representative each from the Nominating Committee, IAFN Board of Directors and IAFN staff will conduct a brief team interview of the candidates, followed by group discussion of each candidate. The interview score will be determined by the Nominating Committee representative. All candidates may not be interviewed.

Uncontested Slate Selection

The Nominating Committee will select one (1) candidate for each available position for the slate, taking into consideration both the candidate's application and interview. The Nominating Committee will present these persons as the uncontested slate to the CEO and IAFN Board President via email, in a formal letter signed by all Nominating Committee members, for Board approval.

Once approved, the Nominating Committee will notify all candidates via phone and/or email whether they were selected for the slate or not. The Nominating Committee will not provide information, opinions, or other comments to any candidate after the selection process is completed regarding why a person was or was not selected for the uncontested slate.